

## **DIRECTOR OF FINANCE**

### **DEFINITION:**

Under the direction of the City Manager, plans, organizes, and directs the accounting, auditing, cash management, revenue collection, utility billing, data processing, grant accounting, and other financial management information activities of the City; to serve as the City's Chief Financial Officer and Redevelopment Agency Treasurer and Finance Director; and to coordinate the preparation of the City's budget process in support of the City Manager's Office.

### **CLASS CHARACTERISTICS:**

This is a department director at-will position, with full responsibility for managing the activities of the department through subordinate supervisory staff. Successful performance of the work requires the ability to independently implement varied programs in conformance with generally accepted standards and appropriate laws and regulations.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Develop and direct the implementation of goals, objectives, policies, procedures for the Finance Department and related activities.
2. Establish financial controls and prepare financial reports and analyzes for accounting and operational management purposes including periodic budget status reports.
3. Identify revenue sources to support City expenditures and ensure that rates and charges for City service are current and appropriate.
4. Oversee treasury function, ensuring prudent investment of idle cash while maintaining adequate cash availability to meet current obligations and debt service in conformance with applicable State law and adopted Council policy.
5. Oversee the scheduling and coordination of the preparation and assembly of the budget document.
6. Administer grant funds and ensure that financial compliances are met.
7. Direct and/or review the work of contract consultants for auditing and insurance purposes.
8. Responsible for purchasing activities and the establishment and administration of purchasing policies and procedures in accordance with provisions in the municipal code.

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

9. Plan, assign, review and evaluate the work of professional, technical and support staff.
10. Provide training, evaluation, and professional development for department personnel.
11. Attend City Council meetings and other meetings as necessary and makes presentations related to City finances.
12. Represent the City in meetings and act as liaison with members of business, financial, professional and regulatory agencies, citizens and others.
13. Confer with members of City departments regarding financial requirements and activities.
14. Conduct studies and recommends administrative, organizational and policy improvements with City-wide implications.
15. Prepare and recommend methods for financing City projects including working with financial consultants in preparing bond sale documents.
16. Assist the City Treasurer with administrative details relating to City finance and investments.
17. Attend City Council meetings.
18. Work with the City management team to further organizational goals and objectives.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. May serve as Acting City Manager in City Manager's absence.
2. Direct the billing and collection of revenues for City-provided services.
3. Prepare a variety of periodic and special reports.
4. Other related work as required.

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### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles, procedures, and methods used in the fields of public finance administration, particularly in the areas of cost accounting, budgeting, auditing, revenue management, business license and utility billing administration and investing of public monies.
2. Appropriate laws regulating the financial administration of municipal government.
3. Basic principles of business, purchasing, and risk management.
4. Basic principles of computers, including; software and other relevant knowledge as needed to supervise the City's automated finance department.
5. Administrative and supervisory principles and practices.

#### **Skill in:**

1. Planning, assigning, reviewing and evaluating the work of technical and office support staff.
2. Developing and implementing goals, objectives, procedures and work standards.
3. Analyzing, interpreting and applying complex ordinances, rules and regulations.
4. Developing, installing and modifying sound accounting systems and procedures.
5. Preparing, verifying, analyzing and reconciling complex financial and accounting documents, records and reports.
6. Analyzing situations accurately, using independent judgment and adopting effective courses of action.

#### **Ability to:**

1. Communicate orally and in writing in a clear, concise and convincing manner.
2. Represent the City effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.

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4. Negotiate effective solutions to complex problems.

### **JOB REQUIREMENTS:**

1. Graduation from a four-year college with major coursework in accounting, business or public administration, or a closely related field and substantial professional accounting experience, which has included at least five years in municipal setting.
2. Three years of supervisory experience with subordinate positions.
3. The applicant must be able to meet bonding requirements for this position.
4. Possession of a valid California Class C driver's license in conformance with adopted City driving standards.

### **OTHER QUALIFICATIONS:**

1. An advanced degree in a related field or CPA is desired but is not required.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Desk and pocket calculators
5. Telephone

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Lifting up to 10 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 70% of the time  
Travel: varying conditions, 30% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor level